



Information for Applicants for the Position of

**SUPERINTENDENT**  
**Pacific Grove Unified School District**

**THE POSITION**

The Board of Education of Pacific Grove Unified School District invites highly qualified educational leaders to apply for the position of District Superintendent.

**PROFESSIONAL PROFILE**

Pacific Grove Unified School District seeks a superintendent who:

- Is committed to the district and the community and will bring both entities together
- Has demonstrated a clear and developed leadership style that matches the interests of the community
- Is visionary and able to build consensus around a vision
- Is experienced with and committed to diversity, equity and inclusion [DEI work]
- Has a hands-on management style
- Brings and exhibits fresh energy and fresh ideas
- Values and is focused on socio-emotional well-being, [health and wellness] of students and staff in order to maintain the overall health of the district
- Is accountable to and comfortable with honesty and admission of responsibility when things go awry
- Is approachable
- Has demonstrated the ability to communicate well with all stakeholder groups and is comfortable and skilled with using social media to promote district initiatives/activities
- Values setting and monitoring measurable goals
- Is skilled with using data effectively
- Has demonstrated skill for growing and evaluating staff, while recognizing and acknowledging staff dedication
- Is skilled with analyzing and maximizing use of District resources
- Has a strong track record of implementing systems that support student and staff safety

**PERSONAL PROFILE**

Pacific Grove Unified School District seeks a superintendent who:

- Is accountable
- Is equity-minded
- Has empathy and is a good listener
- Is accessible and engaged
- Is collaborative
- Is a visionary leader
- Is trustworthy
- Is courageous
- Is a consensus builder

**DESIRED EDUCATION/EXPERIENCE**

- An educator with K-12 experience in California; classroom teaching experience desired
- Has a proven track record of growing academic achievement for all students, including special needs children, second language learners, and children experiencing poverty
- Is experienced with respectful honesty in working with the Board; values having authentic discussions<sup>17</sup><sub>SEP</sub>
- A strong record of partnering with community groups
- Superintendent or Cabinet level administrative experience
- Experience in oversight of school district finances, budgets, and business

- management
- California Administrative Credential, or ability to qualify for
- Masters Degree
- Bilingual, English and Spanish (desirable)

## **SELECTION PROCESS**

The Board of Education has retained Consultants Eric Andrew, Ed.D. and Sally Frazier, Ed.D. of Leadership Associates to recruit qualified candidates. The consultants will screen applications and recommend candidates to the Board for interviews and further consideration. The Board will have the opportunity to review all applications submitted. Any contact with board members, in an attempt to influence the selection process, will be considered a breach of professional ethics. Finalists will have an opportunity to familiarize themselves with the community and schools. Board members reserve the right to visit the District and communities of a candidate prior to a final decision.

## **SALARY AND CONTRACT**

The salary will be competitive and based upon qualifications and experience. The approximate range is \$240,000 - \$270,000. A multi-year contract will be considered.

## **APPLICATION REQUIREMENTS**

To be considered, the candidate must provide:

- A letter of introduction
- A fully completed application form
- A resume
- Three current letters of recommendation (within the past 12 months)
- Verification of degrees and credentials (finalists only)

*All materials will be acknowledged and treated confidentially.*

## **THE DISTRICT**

The Pacific Grove Unified School District (PGUSD) offers public education to students in grades transitional kindergarten through twelfth grade, in addition, we offer a special education preschool and an adult transition program, ages 18-22 for students who reside in the City of Pacific Grove and a portion of Pebble Beach. There are two elementary schools – Robert Down and Forest Grove, one middle school – PG Middle School, one comprehensive high school-PG High School, and one alternative high school – PG Community High School. The District serves a diverse student population with a total enrollment of 1,854 comprised of 60% white, 20.4% Hispanic, 10% Asian, 4.2% two or more, 1.9% African American, 0.75% Pacific Islander, Filipino 1.9%, 1.13% American Indian, 1.7% not reported, 5% English learners, 17.05% Socio Economically disadvantaged.

All students in Pacific Grove Unified are taught by highly qualified and appropriately assigned teachers with instructional materials that support the implementation of the California State Standards for all core content areas. In addition to our instructional base program, all students receive physical education and a robust music program that includes vocal and instrumental instruction in grades TK-12 with appropriately assigned teachers. In order for students to thrive academically, we also address their social and emotional needs through a variety of programs at all of the school sites. We provide counseling services and school psychologists to ensure students' social and emotional needs are met.

Our district is dedicated to keeping elementary class sizes low, especially in the primary grades. The goal of our elementary schools is to promote strong literacy and mathematics instruction to support critical thinking in all content areas. The middle school builds on this foundation with content-area instruction and further develops students' abilities to effectively communicate orally and in writing, think critically, collaborate, and extend learning through creativity and innovation.

Our district is dedicated to preparing students for college and careers with 21st-century skills. The high school offers academic counseling to guide students with various options for college or career through Career Technical Education pathways, courses aligned to A to G, a variety of Advanced Placement courses and dual enrollment courses with Monterey Peninsula College.

Students who are learning the English language are supported by staff with the appropriate credential to support the various language levels of our students. Students who have been identified with disabilities are taught by appropriately credentialed staff who meet each student's needs through the Individual Education Plans process. Currently, our district serves 13% of Students with Disabilities and .4% of Foster.

We strive to ensure all students receive the appropriate support to ensure college and career readiness upon high school graduation.

## THE COMMUNITY

Located on the Monterey Peninsula between Monterey and Pebble Beach, the quiet community of Pacific Grove juts into the Pacific Ocean and boasts over one thousand Victorian homes and cottages.

Pacific Grove offers an unparalleled quality of life. Sharing borders with the Monterey Bay, City of Monterey, Pacific Ocean, and the Del Monte Forest, our town offers breathtaking views and recreational activities. The City provides services to the community including: a monarch butterfly habitat sanctuary; sandy beaches; the oldest continuously-operating lighthouse on the west coast; excellent emergency, fire, and ocean rescue services; the lowest crime rate of any city in Monterey County; an award-winning natural history museum; and a nationally-recognized 18-hole golf course. We are known for our small-town hospitality and friendliness in a place we simply call "P.G."

## THE BOARD OF EDUCATION

Carolyn Swanson, President  
Jennifer McNary, Clerk  
Elliott Hazen, Member  
Laura Ottmar, Member  
Brian Swanson, Member

*Pacific Grove Unified School District is an equal-opportunity employer.*

## APPLICATION PROCESS

To request application materials for the Pacific Grove Unified School District Superintendent position visit [www.leadershipassociates.org/active-searches](http://www.leadershipassociates.org/active-searches) and select Pacific Grove Unified School District.

For other inquiries contact Penny Pyle, Executive Assistant, at [ppyle@leadershipassociates.org](mailto:ppyle@leadershipassociates.org).

**Applications must be completed and returned via email by 5:00 P.M. on September 7, 2023.**

**Consultants:**  
**Eric Andrew, Ed.D.**  
**Sally Frazier, Ed.D.**

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